



Gabrielino's Academic Integrity Policy

Created by GHS's Academic Integrity Committee February, 2017

In order to achieve the goal of academic integrity, Gabrielino has a policy with clear guidelines and consequences that also works to address the root causes of academic dishonesty.

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

All members of the school community have responsibilities relating to Academic Integrity.

Student Responsibilities

- Homework is done on time and on your own, when appropriate.
- Ask for help from teachers.
- Surround yourself with a positive environment.
- Use good time management: balance school work with extra-curricular activities.
- Do not cheat or get involved in any form of plagiarism.
- Take pride in your work.
- Actively participate in class and ask questions.
- Come to school.
- Help peers prevent and avoid cheating.
- Do not share work with other students.
- Review Academic Integrity Policy with parents/guardians.

Parental Responsibilities

- Communicate to the student values of moral and ethical behavior
- Support the student's efforts, but not edit, type, or in any other way do the work.
- Encourage wise use of time
- Encourage the highest standards of academic behavior from the students and their peers.
- Certify agreement and knowledge of policy when registering students for school yearly.

Teacher Responsibilities

- Be precise about expectations for students by clearly stating the Academic Integrity Policy, orally and in writing.
- Review the Academic Integrity Policy with students and communicate the range of consequences for Academic Integrity violations to the students.
- Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.
- Clearly specify when collaboration with other students is permitted on an assignment.
- Review student work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator for a determination of next steps. Teacher discretion may be used.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher (i.e., when an English teacher observes students copying math homework in English class, the English teacher should report that to the math teacher).
- Protect passwords and gradebook access.
- Do not allow TA's access to passwords, Aeries gradebooks, or other confidential material.

Counselor Responsibilities

- Provide "other means of correction," which can include counseling, assistance with time management, parent conference, schedule adjustment, and the writing of a reflection.
- Provide follow-up meetings with each student as necessary.

Administrator Responsibilities

- Include the Academic Integrity Policy in the Student Handbook, review the policy at the opening of school grade-level meetings.
- Ensure that the Academic Integrity Policy is part of the College Prep Transition curriculum.
- Support teachers in administering discipline and upholding the Gabrielino Academic Integrity Policy.
- Train new teachers in how to apply the Academic Integrity Policy.
- Record incidents / follow-up action in Aeries; inform teachers about outcome of referrals.
- Facilitate conferences and counsel students in each case of academic dishonesty.
- Collaborate with teachers to maintain a secure digital and physical environment.
- Review and resolve appeals.

Consequences for Violations

Gabrielino considers violations of its Academic Integrity Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide basis, i.e., a violation in one class follows a student to another class within Gabrielino and are cumulative for all the years a student is enrolled at Gabrielino High School. Please note, students cannot plagiarize themselves; a student who re-submits a paper should not be given a referral.

Category A Violations include, but are not limited to:

- Claiming credit for work in a group project when work was done by others.
- Copying any minor assignment, such as a one-night homework assignment (not including quizzes, tests, or essays) assigned to be done independently. If it is not clear which student did the original work, and which student copied the work, both are guilty of a Category A violation.
- Collaboration on a minor assignment in a manner inconsistent with explicit and implicit expectations of the assignment for individual work.
- Sharing work on a minor assignment with another student with the reasonable expectation and intention that the other student might plagiarize that work.

Category B Violations include, but are not limited to:

- Any violation on a major assignment (such as tests, quizzes, labs, projects, essays, assignments requiring multiple days to complete, etc.) that is inconsistent with the descriptions set forth in the category A violations above.
- Submitting plagiarized work, (other than copying a minor assignment as defined in Category A). In the case of work plagiarized between students, if it is not clear which student did the original work, and which student plagiarized the work, both students are guilty of a Category B violation.
- Looking at another student's work or paper during an exam, test, or quiz.
- Talking to or communicating with another student during an exam, test, or quiz.
- Using any unauthorized material or device during an exam, test, or quiz.
- Giving or receiving quiz or test information, in any form, to or from students in other periods of the same course or from previous school years.
- Lying or deception about completion or submission of work (i.e. telling a teacher they "lost" work never turned in).

Category C Violations include, but are not limited to:

- Altering a returned quiz, test, or major assignment with the purpose of deceiving the teacher about the student's performance on that assignment.
- Sharing, stealing, forwarding, or photographing major assignments, essays, projects, or exams (including computer-adaptive statewide assessments).
- Altering grades on a computer database or in a grade book.
- Accessing and/or using and/or purchasing and/or selling copyrighted test bank questions, essays, or any materials designed for instructor's use only.
- Accessing and/or using and/or purchasing and/or selling restricted exam or related material obtained through unregulated websites.
- Any violation of test procedures during a College Board exam will result in an Incident Report being completed and submitted to ETS. Gabrielino will apply appropriate school-based consequences.
- Plagiarizing or lying any portion of college applications.

<p align="center">Category A Consequences</p>	<p align="center">Category B Or any second offense of A Consequences</p>	<p align="center">Category C Or any second offense of B Consequences</p>
<ul style="list-style-type: none"> ▪ Student receives a zero on the assignment. ▪ Teacher may require the student to redo the assignment to evaluate understanding of material. ▪ Teacher notifies parent (via email, phone call, or mail). ▪ Teacher notifies administrator. ▪ Administrator logs offense in Aeries and meets with the student to review the Academic Integrity Policy. ▪ Student will be assigned detention. ▪ Teacher can require the student to redo the assignment under supervision at detention and teacher can award partial credit. 	<ul style="list-style-type: none"> ▪ Student receives a zero on the assignment. ▪ Teacher may require the student to redo the assignment to evaluate understanding of material. ▪ Teacher notifies parent (via email, phone call, or mail). ▪ Teacher notifies administrator. ▪ Administrator logs offense in Aeries and meets with the student to review the Academic Integrity Policy. ▪ Student becomes ineligible within the same year of the infraction for the California Scholarship Federation or any other academic or scholastic honor offered by the District. ▪ Student’s teachers are notified of the violation by administration. ▪ Student will be assigned Saturday School where the student may be required to complete an additional assignment that addresses the same skill or content objective being assessed by the initial assignment, teacher may award partial credit. 	<ul style="list-style-type: none"> ▪ Teacher notifies administrator for the purposes of an investigation. ▪ Teacher and administrator notify parent (via email and phone call). ▪ Student will be suspended and/or recommended for expulsion, or involuntary transfer. ▪ The administrator and the counselor will hold a post-suspension conference with student and guardian/parent. ▪ Student receives a zero on the assignment. ▪ Teacher may require the student to redo the assignment to evaluate understanding of material. ▪ Administrator logs offense in Aeries and meets with the student to determine additional consequences, which may include being transferred to another class or program. ▪ Student may be required to complete an additional assignment that addresses the same skill or content objective being assessed by the initial assignment, teacher may award partial credit. ▪ Student’s teachers are notified of the violation by the administration. ▪ Student becomes ineligible throughout his or her high school career for the California Scholarship Federation or any other academic or scholastic honor offered by the District. ▪ Counselors and teachers will report concerns about a student’s academic integrity when asked/required by a college or university application. ▪ If a student has already been accepted by a university, the school will be notified of the violation.

Reporting Incidents to Authorities

Gabrielino High School regards the violation of standards of academic integrity as a serious offence. Anyone who has information that a violation has occurred is expected to take appropriate action as outlined below. No person who, in good conscience, brings allegations of a violation of academic integrity will be adversely affected, and retaliation will not be tolerated. However, anyone who knowingly makes false or frivolous charges will be subject to discipline.

Appeals Process

Appeals will go to the assistant principal of curriculum and instruction.

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